

To: D/ST/TR(C)

10 December 1951

From: [REDACTED]

CONFIDENTIAL

Subject: Progress Report for the Week of December 3-7 on
Reception and Interim Training Programs

I. Summary

- A. Nomenclature. It is recommended that we use two terms, thus:
1. Reception Training Program -- for new employees, before courses
 2. Interim Training Program -- for others
- B. Facilities. On 5 December we presented to Mr. [REDACTED] a floor plan designed to accommodate both holding programs in R & S Building.
- C. Individuals.
1. Mr. [REDACTED] and me for the equivalent of about 25 days on plans for the facilities.
 2. Mr. [REDACTED] has handled numerous holdees, mostly of the Interim variety.

II. Details

- A. Nomenclature. Because of various differences, especially those related to security clearance, it seems highly desirable that everyone involved think of holding not in the singular, but in the plural. "Reception" and "Interim" are fairly meaningful in relation to the necessary distinctions and avoid the word "holding", which is generally regarded as damaging to student morale. When we have occasion to refer to both inclusively, I have no doubt that we shall continue to use "holding" because of its convenience and familiarity. When we do, however, I hope we can remember to put an s on "problem" and "program" in order to reduce the hazards of thinking of the two situations as one.

- B. Facilities. Attached herewith is a sketch that is not quite so detailed architecturally as the one presented to Mr. [REDACTED] but that conveys essentially the same ideas. It was planned in relation to three objectives:
1. To keep as close as possible to the requests made in Col. [REDACTED] memorandum of 6 November to the DDA, even though these were based upon plans for reception training only.
 2. To achieve maximum separation of cleared and uncleared personnel in view of the fact that the same staff will probably have to deal with both.
 3. To achieve maximum flexibility in relation to the likelihood, especially in early 1952, of wide fluctuations in the proportions of reception and interim trainees.

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NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S

DDA Memo, 4 Apr 77

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